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25 January 1963

**MEMORANDUM FOR:** Chief, Administrative Staff, OCR

**SUBJECT :** New Functions and Workloads

**REFERENCE :** Your memorandum dated 23 January 1963;  
same subject.

1. The following additional workload has been absorbed by Document Division since October 1961 without increase in ceiling authorization:

- a) The receipt and dissemination of State Department airmails amounting in volume to about 40,000 per year, was taken over from the Cable Secretariat on 8 January 1962.  
(Equivalent to one and one half Man-years)

2. No functions were added or discontinued since October 1961, although several changes were made in our processing systems and organization.

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Chief, Document Division

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification